



CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

156 East First Street
New Richmond, Wisconsin 54017
ph 715.246.4268 fx 715.246.7129
www.newrichmondwi.gov

June 22, 2016

TO ALL PARK BOARD MEMBERS:

Craig Kittel	Brian Schroeder
Joe Ard	Frank Norton
Christine Melby	Jon Hailey

This is to notify you of a Park Board Meeting on Wednesday, June 29, 2016, at 5:30 p.m. in ED Lab at the New Richmond Civic Center, 156 East First Street, New Richmond, Wisconsin. The group will tour the parks and return to the ED Lab approx 6:15 p.m. to continue the meeting.

If you are unable to attend the meeting, please notify Marie Bannink at 246-4268 at your earliest convenience.

AGENDA:

1. Roll call:
2. Adoption of agenda
3. Approval of minutes of the previous Park Board meeting, May 25, 2016 and June 9, 2016
4. Public business items
5. Unfinished business
(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)
 - a) Skate Park Update
 - b) Freedom Park
 - i. Irrigation Bids
 - ii. 652nd Army Reserve Unit
 - iii. Tree Plantings
 - c) Farmers Market Update
 - d) Rotary Lights MOU

Come Grow With Us!

6. New business

- a) Outdoor Movie
- b) New Richmond Area Community Foundation Grants
- c) Shelter Reservation
- d) City of New Richmond Welcome Signs
- e) New Board Member
- f) Meeting time change

(Action on newly introduced motions, ordinances, resolutions or other matters)

7. Inspection & Park Land Trust report

- a) Inspection Reports
- b) Park Land Trust Fund - \$164,803.11
- c) Impact Fee Fund - \$13,926.38

8. Announcements

9. Adjournment

**Craig Kittel
President**

**cc: The News
Northwest Community Communications
City website**

A majority of the members of the New Richmond City Council may be present at the above meeting. Pursuant to State ex rel. Badke v. Greendale Village Board., 173 Wis. 2d 553, 494 N.W. 2nd 408(1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

If you need a sign language interpreter or other special accommodations, please contact the City Clerk at 246-4268 or Telecommunications Device for the Deaf (TDD) at 243-0453 at least 48 hours prior to the meeting so arrangements can be made.

**PARK BOARD MEETING
WEDNESDAY, MAY 25, 2016**

Chair Craig Kittel called the Park Board meeting to order at 5:35 p.m. on Wednesday, May 25, 2016.

Members Present: Craig Kittel, Jon Hailey, Tania Strawn, and Frank Norton

Members Absent: Brian Schroeder, Christine Melby, Joe Ard, and Student Representative James Elkin

Others Present: Jim Zajkowski, Ruth Helfiker, Dan Olien, Jim Heebink, Harvey Halverson, Jeremiah Wendt, Noah Wiedenfeld, Michael Mroz, and Marie Bannink

Jon Hailey moved to adopt the agenda, seconded by Tania Strawn, motion carried.

Jon Hailey moved to approve the minutes of the April 27, 2016 meeting, seconded by Tania Strawn, motion carried.

Public Business Items

Ruth Helfiker asked the Park Board to consider different placement of the VFW building at Freedom Park. The building would hurt the atmosphere of the open area. She suggested the VFW purchase the small lot to the south of the parking lot, or put the building up west of the dirt parking lot. She stated she hoped to see expansion of nature habitat in the park.

Unfinished Business

Skate Park Updates:

Noah Wiedenfeld updated the board on the design for the skate park. Construction is set to start the last week in June. Misiano will be the general contractor and Cemstone will be the concrete contractor. Cemstone will work with Misiano on getting the correct concrete for the project. The skate park did not receive the Bremer Otto funds.

Freedom Park Construction:

Irrigation Project Next Steps:

Michael Mroz wanted to verify the location of the fields to have the irrigation placed. He will start getting quotes and will bring them back to the next meeting.

New Business

Election of Officers:

Current officers are:

Craig Kittel, President

Joe Ard, Vice President

Jon Hailey, Secretary

Motion was made by Jon Hailey to nominate Craig Kittel for President, second by Frank Norton, motion carried. Motion was made by Tania Strawn to nominate Jon Hailey for Vice President, seconded by Frank Norton, motion carried. Motion was made by Craig Kittel to nominate Frank Norton for Secretary, seconded by Jon Hailey, motion carried.

Mary Park Beach:

Michael Mroz gave the following background information on Mary Park Beach. Mary Park, one of the City's most used parks, currently has a beach as an available amenity. Throughout the entire existence of the beach, the City has had to continually close the swimming area due to health risks associated with the water conditions, weed growth, and animal excrement. In general, the beach does not shed a good light on the overall quality of our park system. Therefore, city staff would highly recommend the removal of the beach area to deter any further use. This would include the removal of all associated beach signage and removing/covering the beach area.

In removing the beach area, city staff has identified two ways to proceed. They are as follows;

- A. Haul in rip rap and shot rock to cover up the entire beach area. Plant native grasses along the shoreline to reestablish aquatic habitat. Keep the retaining wall and seating areas for visitors.
- B. Remove the retaining wall and adjacent seating areas. Slope hillside to original state. Haul in fill, top soil and plant grass. It was also suggested to plant aggressive planting in the sand for wildlife habitat.

Motion was made by Jon Hailey to close the beach and plant aggressive planting in the sand/beach area, seconded by Frank Norton, motion carried.

North Side Park Seating:

A citizen has requested additional seating with shade at the North Side Park. Michael stated the Centre has six picnic tables they would like to donate to the City. The Rotary is also an option for benches. Consensus was to put tables along the tree line for this year and put a shelter in the Park Plan for future action.

Hockey Association Accessory Building:

The City of New Richmond has been approached by the Hockey Association to build an accessory/storage building on the Northeast corner of the Sport Center building. All expenses would be paid for by the Hockey Association. The building would primarily be used for storage for additional hockey equipment. The zamboni for the outdoor ice would be stored in there, and would provide space to move in the items currently stored outside, which have generated concerns from the public.

Currently the proposed building site would not meet setbacks unless East Fourth Street is vacated. Therefore, the Hockey Association would like formal approval from the Park Board for the project before they attempt to have East Fourth Street vacated. Any and all expenses would be paid for by the Hockey Association.

Motion was made by Jon Hailey to vacate East Fourth Street, seconded by Tania Strawn, motion carried. Motion was made by Tania Strawn to approve the concept of the building proposed, seconded by Jon Hailey, motion carried.

Wisconsin Conservation Corps:

The New Richmond Pathway Committee is working with the Wisconsin Conservation Corps (WisCorps) on a possible project that would remove old fallen trees from the Willow River, in an effort to make the river more navigable for canoes and kayaks.

WisCorps employs young adults ages 16-24 who gain hands-on learning experiences and complete conservation projects across the state. Crews of 4-6 members are led by an experienced adult leader, and provide their own power tools, transportation, lodging, insurance, etc. The project host provides overall guidance of the project and a funding match to cover costs.

WisCorps will be able to spend two weeks in New Richmond in late August or early September. They would use chainsaws to remove old fallen trees in the Willow River beginning near the Nature Center and continuing southwest in the Richmond township. At this point, it is anticipated that the cost of the project (about \$10,000) would be covered by other natural resources organizations and thus there would be no cost to the City of New Richmond. Staff from the WisCorps have viewed the project site, and believe this would be a very feasible project. WisCorps is open to doing other phases. Jeremiah stated there are a number of trees down from the dam to the Nature Center.

There was discussion on access points possibly being Doughboy Trail, old sewage plant, and the old Willow River Bluffs property. Once this project is completed there is a company interested in doing canoe and kayak rentals. Jon Hailey moved to go ahead with the WisCorp project, seconded by Craig Kittel, motion carried.

Tree Spade Rental:

The City of New Richmond has acquired 20 acres of land north of the New Richmond Municipal Airport due to its proximity to the airstrips. Therefore, because of this acquisition the City of New Richmond has the opportunity to transplant over 100 trees into Freedom Park which will be placed along the newly constructed roadway, trail, and picnic shelters. To save money, city staff is recommending we rent a tree spade and perform the work ourselves. The cost to rent a tree spade big enough to handle the size of trees to be transplanted is \$1,200 per week. The monies to help cover the rental costs could come from impact fees, farm lease revenues, or the parks operating budget. We do have an experienced tree mover who works for the water department.

There was discussion on placement of the trees in Freedom and Northside parks. Motion was made by Jon Hailey to take \$4000 and put trees into Freedom, Northside and the campground, using \$2000.00 from Impact fees from Freedom and \$2000 from the campground fund, seconded by Frank Norton, motion carried.

Willow River Run Request Shelter Fee Waived:

Motion was made by Jon Hailey to waive the shelter fees for Willow River Run, seconded by Frank Norton, motion carried.

Inspection & Park Land Trust Report:

Inspection Reports – Reports turned in.

Park Land Trust Fund - \$150,186.63

Funds that can be spent are Park Land Dedication Fund, Hatfield Campground, Freedom Park Farm Lease, these funds are non restrictive.

Impact Fees Fund - \$17,698.35

Commercial development pays impact fees based on the water meter size and a percentage goes to parks. These funds are restrictive and need to be used on new park projects.

Announcements:

None

Jon Hailey moved to adjourn the meeting, seconded by Tania Strawn, motion carried.

The meeting of the Park Board was adjourned at 6:55 p.m.

Minutes Submitted by
Marie Bannink
City Secretary

**SPECIAL PARK BOARD MEETING
THURSDAY, JUNE 9, 2016**

Chair Craig Kittel called the Special Park Board meeting to order at 7:35 p.m. on Thursday, June 9, 2016.

Members Present: Craig Kittel, Joe Ard, Tania Strawn, and Christine Melby

Members Absent: Brian Schroeder, Frank Norton, and Student Representative James Elkin

Others Present: Noah Wiedenfeld, and Jon Hailey on conference call

Tania Strawn moved to adopt the agenda, seconded by Joe Ard, motion carried.

Skate Park Budget:

At the last Park Board meeting, City staff provided an update regarding fundraising efforts for the skate park, including a final budget and design for \$125,000. As it stands, we are approximately \$7,000 short of the \$125,000 needed to proceed with the design by Misiano Skateparks.

Since there are additional donations coming in as part of the project, the Park Board could consider loaning \$12,000 from impact fees (which can only be used for new park construction) with the understanding the funds will be repaid within one year. Similar action was taken in 2013 with the Citizens Field bathroom renovations. This \$12,000 loan would allow for the final design to be completed, plus additional contingency funds in the event of any unforeseen expenses.

Discussion and concerns were expressed with who was going to sign the commitment having no one to go to for recourse. Concerns were expressed on we make a plan and then things change. There was never discussion on having an overage fund. There is concern on giving \$12,000 to the skatepark and waiting two years for repayment. Those funds could have been used to pay for other projects. Joe Ard moved to loan \$7,000 for six months with legal signatures to guarantee they get the \$125,000 design, seconded by Christine Melby, motion carried.

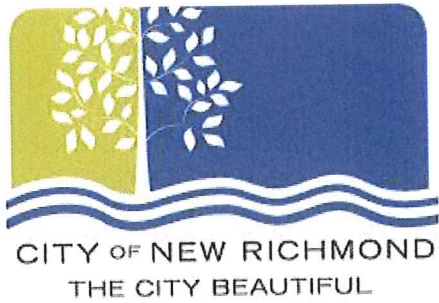
Announcements:

Tania Strawn is no longer lives in city limits and will no longer be on the board. Tania was thanked for her time and talents. She will be missed!

Joe Ard moved to adjourn the meeting, seconded by Tania Strawn, motion carried.

The meeting of the Park Board was adjourned at 8:05 p.m.

Minutes Submitted by
Marie Bannink
City Secretary



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Management Analyst

DATE: June 21, 2016

SUBJECT: Skate Park Update

BACKGROUND

City staff will provide the latest update on the construction timeline and fundraising efforts.

ACTION REQUESTED

No formal action needs to be taken by the Park Board at this time.



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MEMORANDUM

TO: Park Board

FROM: Jeremiah Wendt, Director of Public Works

DATE: June 23, 2016

SUBJECT: Irrigation Bids

BACKGROUND

On Wednesday, June 22nd, 2016, sealed bids were received for the 2016 Freedom Park irrigation project.

Two bids were received for the project. The low bid was submitted by Northway Irrigation of Circle Pines, Minnesota in the amount of \$39,842.00. The other bid was received from Irrigation By Design of Minneapolis, MN in the amount of \$48,900.00.

Northway Irrigation is the same company that completed phase I of the irrigation project at Freedom Park. Based on our experience and review, it is our opinion that Northway Irrigation has the required equipment and expertise to perform the work as outlined in the contract documents.

ACTION REQUESTED

Staff recommends awarding the 2016 Freedom Park irrigation project to Northway Irrigation in the low bid amount of \$39,842.00.



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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz, Operations Manager

DATE: June 21, 2016

SUBJECT: Freedom Park 652nd

BACKGROUND

The local 652nd Army Reserve unit out of Hammond, WI has been performing some equipment operation training at Freedom Park over the last 2 months. The main objective is to complete the road through Freedom Park and connect it to Wall St. Originally their intention was to have training exercises in May, June, and July however they have requested to have a full week of training in August.

ACTION REQUESTED

A motion to continue the partnership with the 652nd Army Reserve unit regarding training exercises being performed at Freedom Park.



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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz, Operations Manager

DATE: June 21, 2016

SUBJECT: Tree Transplant

BACKGROUND

At our prior Park Board meeting, members voted to take \$4000 and put trees into Freedom, Northside and the campground, using \$2000.00 from Impact fees from Freedom and \$2000 from the campground fund.

UPDATE

City staff has been working on the tree transplant project over the last two weeks and have made great progress at Freedom Park. Due to the deciduous tree locations at the airport site we have yet to transplant trees into Northside Park or the Municipal Campground but they are on our list to receive trees.

ACTION REQUESTED

No action needed at this time. Agenda item is merely to update the board on the tree transplant project.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Management Analyst

DATE: June 21, 2016

SUBJECT: Farmers Market Update

BACKGROUND

Earlier this spring, the Park Board voted in favor of establishing a farmers market at downtown Ma Rita Park.

UPDATE

The downtown farmers market will be held on Thursdays from 4-6 pm at Ma Rita Park from June 23 through October 20. Vendor registration packets are available on the City's website. There is no fee required for vendors, but they must pre-register. We anticipate the number of vendors will increase over the summer as word spreads and the growing season changes.

ACTION REQUESTED

No formal action needs to be taken by the Park Board at this time.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Management Analyst

DATE: June 21, 2016

SUBJECT: Rotary Lights Update

BACKGROUND

In December of 2015, the Park Board and City Council voted in favor of a proposed concept by the Rotary Club of New Richmond to create a holiday light display at Mary Park, with the understanding that additional details would be discussed and finalized in 2016. City staff have met with Lisa Woletz of the Rotary Club and developed the attached memorandum of understanding (MOU). Some highlights of the MOU include the following:

- Rotary Club will provide all labor and equipment for the installation and take-down of the lights, as well as long-term storage
- Event would begin on November 25, 2016 and continue every Thursday, Friday, and Saturday through December 31, 2016 from 5-10 pm
- There is no fee required to view the lights, but donations will be accepted for Five Loaves Food Shelf
- Visitors can walk or drive through the park. Pedestrians must stay on the Mary Park Trail
- No music will be played
- The City of New Richmond will be responsible for snow removal
- The City of New Richmond shall cover the electrical costs not to exceed \$350 plus minor costs associated with new outlets or rewiring; all costs for extension cords, lights, timers, and related supplies are the responsibility of the Rotary Club

ACTION REQUESTED

The Park Board should discuss and consider a motion approving the MOU as presented. The MOU would then advance to the City Council at their respective July meeting.

Memorandum of Understanding

Between the Rotary Club of New Richmond and the City of New Richmond

June 2, 2016

This Memorandum of Understanding (MOU) states the terms and agreements between the Rotary Club of New Richmond and the City of New Richmond as it relates to the 2016 Rotary Lights Project at Mary Park in New Richmond, WI.

Background

Many communities in Wisconsin and Minnesota provide holiday light displays each winter for the public to view. These displays attract thousands of people each year and viewing them has become a holiday tradition for many families. The Rotary Club of La Crosse has put on a large light display for more than twenty years that now includes stop motion animation, music, and refreshments, and relies on more than 3,200 volunteers each year to operate. In the process, the Rotary Club of La Crosse has collected more than 3 million food items for local food pantries.

The Rotary Club of New Richmond presented the initial concept for a Rotary Lights Project at Mary Park to the City of New Richmond Park Board and City Council in December of 2015, and received preliminary approval with the understanding that more details would be presented, discussed, and finalized over the course of the next several months leading up to the 2016 event.

Purpose

The Rotary Club of New Richmond's President and President-Elect discussed more details about the project with staff from the City of New Richmond in the spring of 2016. Based on these conversations, this Memorandum of Understanding was developed to formalize the agreed upon activities and logistics for the Rotary Lights Project at Mary Park, and state the agreed upon responsibilities of both the Rotary Club of New Richmond and the City of New Richmond.

Event Preparation

Pending approval by the City of New Richmond Park Board and City Council, installation of the holiday lights at Mary Park will begin in October of 2016. The Rotary Club of New Richmond shall work closely in cooperation with the City of New Richmond, specifically the Public Works Department, Electric Department, and Administration Department in preparation for the event. The Rotary Club of New Richmond shall provide all labor and equipment needed for the installation and take-down of the light display, as well as provide for the long-term storage of all materials and supplies associated with the event. The Rotary Club of New Richmond shall contact all property owners who live on North Green Avenue, East Hughes Street, North Arch Avenue, North Starr Avenue, and Williams Avenue in writing before August 1, 2016 to provide details about the event related to traffic, parking, noise, and the dates and hours of the event. The Rotary Club of New Richmond shall be the primary contact for questions and concerns related to the event.

Event Schedule

The Rotary Lights at Mary Park will be visible to the public beginning on November 25, 2016 and continuing every Thursday, Friday, and Saturday through December 31, 2016. The holiday lights shall be turned on at 5 pm and be turned off promptly at 10 pm.

Admission Cost

There is no fee required to view the Rotary Lights at Mary Park. However, non-perishable food and cash contributions will be accepted at the event and donated to Five Loaves Food Shelf.

Traffic & Pedestrian Activity

Vehicles shall enter the main entrance of Mary Park under the archway and drive around the tennis courts, continuing to the south and exiting onto North Green Avenue. For safety reasons, all pedestrian traffic shall be limited to the Mary Park Trail. Vehicles can park in the Mary Park parking lot or on the nearby streets. Any and all winter parking restrictions still remain in effect. Finally, the City of New Richmond shall provide signage warning vehicles not to stack on the railroad tracks adjacent to Mary Park. The Canadian National Railroad is very active, and all precautionary measures should be taken to ensure the safe crossing of the railroad tracks by both vehicles and pedestrians.

Loud Noise

Out of courtesy to the surrounding property owners, no music (either through live musical performances or through various audio visual equipment) shall be played or performed as part of the Rotary Lights event. All other excessive noise (yelling, honking of vehicles) is strongly discouraged.

Snow Removal

The City of New Richmond shall remove all snow and ice from the Mary Park Trail, driveway, and parking lot within 24 hours of a snowstorm, in the same manner as in previous years at Mary Park and all other trails and parks operated by the City of New Richmond.

Site Restoration

If any damage is done to the grass at Mary Park during the installation or take-down of the light display as determined by the City of New Richmond's Director of Public Works, the Rotary Club of New Richmond shall cover all costs associated with grass/turf replacement. All lights, cords, and other equipment related to the Rotary Lights event shall be removed from Mary Park by the Rotary Club of New Richmond no later than February 1, 2017.

Reporting

As this is a new event, there are many unknowns related to the expected event attendance and consequently issues related to traffic and pedestrian safety. With this in mind, representatives from the Rotary Club of New Richmond and the City of New Richmond shall communicate (via email, telephone, or in-person meeting) no later than December 7, 2016 to discuss and address any concerns that have arisen from the first days of the event, and take mutually agreed upon corrective action not otherwise described in this MOU. Following the conclusion of the event and no later than February 1, 2017, representatives from the Rotary Club of New Richmond and the City of New Richmond shall begin preliminary conversations regarding future improvements or changes that should be made if there is interest in continuing the event in future years.

Funding

The City of New Richmond shall cover the electrical costs for the duration of the event, not to exceed \$350. The City of New Richmond shall also cover costs associated with providing adequate electricity for the event, such as any new outlets or rewiring. All costs for extension cords, holiday lights, timers, and related supplies are the responsibility of the Rotary Club of New Richmond. The City of New Richmond shall be recognized as a sponsor for its financial contributions and in-kind labor associated with the event.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the Rotary Club of New Richmond and the City of New Richmond. This MOU shall become effective upon signature by the authorized officials from the Rotary Club of New Richmond and the City of New Richmond and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the Rotary Club of New Richmond and the City of New Richmond, this MOU shall end on February 1, 2017.

Contact Information

All communications regarding the contents of this MOU shall be directed to the following:

Jeremiah Wendt
Director of Public Works
City of New Richmond
jwendt@newrichmondwi.gov
Phone: 715-243-0439

Lisa Woletz
2015-2016 President
Rotary Club of New Richmond
lwoletz@fn-cb.com
Phone: 715-243-6163

Mike Darrow
City Administrator
City of New Richmond
mdarrow@newrichmondwi.gov
Phone: 715-243-0401

Jo Wrich
2016-2017 President
Rotary Club of New Richmond
joann.m.wrich@westfieldshospital.com
Phone: 715-243-2942

This Memorandum of Understanding is hereby adopted on this 2nd day of June, 2016.

Fred Horne, Mayor
City of New Richmond

Lisa Woletz, President
Rotary Club of New Richmond

ATTEST:

Tanya Reigel, City Clerk
City of New Richmond



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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz, Operations Manager

DATE: June 21, 2016

SUBJECT: Outdoor Movie

BACKGROUND

On June 10th, the City of New Richmond hosted their first Outdoor Movie at Glover Park in an effort to reenergize the downtown area and create a sense of community for its residents. A collaborative effort between the Friday Memorial Library and the City of New Richmond Public Works department saw approximately 125 people attend the event. The next movie is planned for August 19th.

ACTION REQUESTED

No action needed at this time. Agenda item is just to update the board on the inaugural outdoor movie.



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MEMORANDUM

TO: Park Board Members

FROM: Noah Wiedenfeld, Management Analyst

DATE: June 21, 2016

SUBJECT: New Richmond Area Community Foundation Grants

BACKGROUND

City staff applied for grants in April from the New Richmond Area Community Foundation. We recently received word that we received three grants totaling \$3,750. The grants will be used for picnic tables for the new Groaton Park shelter, new signage for the City's trail system, and bicycle parking racks to be installed at various city parks (Paperjack, Ma Rita, North Side, etc).

ACTION REQUESTED

No formal action needs to be taken by the Park Board at this time.



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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz, Operations Manager

DATE: June 21, 2016

SUBJECT: Shelter Reservation

BACKGROUND

The local American Red Cross Unit has requested the City waive the \$35.00 shelter reservation fee for their outing on July 28th. Shelter fees range from \$35.00 - \$60.00 depending upon what shelter is requested.

Typically in the past, the City would waive all fees for non-profit groups that utilize our park system however the problem that arises is suddenly all groups become a non-profit to get their fee waived. All the while, the City is still paying staff to empty trash cans and clean the shelters these groups are using without being reimbursed. Keep in mind, this may occur once, twice, possibly three times a day depending upon the number of shelter reservations the City has on any given weekend.

Our current shelter reservation information, which can be found online, does not indicate the dismissal of fees for non-profit groups who want to utilize our facilities.

ACTION REQUESTED

The Park Board should discuss and consider a motion approving the American Red Crosses request as presented.

Furthermore, the board needs to direct staff on how they would like staff to handle waiving shelter fees for non-profits in the future. Should this practice continue and is it necessary to bring every fee dismissal request to the board.



CITY OF NEW RICHMOND PARK SHELTER RESERVATION PROCEDURES

All park shelters in the City of New Richmond may be reserved. Reservations for the year will start the first business day in January. Reservations should be made at least two weeks prior to the requested date. Reservations will only be made when a reservation and payment is received at the City Office. "This is a NO Refund Policy". The City reserves the right to refuse future use to any group or person who abuses park facilities. A copy of your permit will be displayed at the shelter on the day you have reserved. If a shelter is not reserved in advance, it will be available on a first come, first serve basis.

If you would like to reserve a shelter or have any questions, please contact Marie at (715) 246-4268.

Shelter Rental Fees: \$35.00 per day with the exception of Shelter #1 in Mary Park which rents for \$60.00 a day on weekends and \$45.00 a day Monday-Friday.

PARK AND SHELTER RENTAL RULES

1. Parks are open from 5 a.m. to 10 p.m. daily.
2. Motor vehicles are to be driven and parked in designated areas only. Vehicles may not drive or park on trails or grass.
3. Amplified music is not allowed unless specific authority is first obtained from the Common Council or Park Board.
4. Alcoholic beverages may not be sold in the parks without proper permitting.
5. Alcoholic beverages are permitted in the shelter when you have paid for a shelter reservation.
6. No glass of any kind is allowed in the parks.
7. Renter is responsible for removing any decorations and placing all trash in proper receptacles.
8. Fires are permitted only in designated fireplaces or personal grills.
9. Pets, including animals of any species, shall not be permitted to run at large. Animals are not allowed in the beach area.
10. Cleaning of fish in shelters, toilet facilities or picnic areas is prohibited.
11. Please observe all park and city regulations. The City of New Richmond reserves the right to cancel park reservations at any time deemed necessary.



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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz, Operations Manager

DATE: June 21, 2016

SUBJECT: City of New Richmond Welcome Signs

BACKGROUND

Jim Heebink has contacted the City to donate signs that would be placed under our current Welcome to the City of New Richmond signage which are located north of Starr Elementary and on the corner of North Shore and HWY 65. The proposed signage will say "Established 1857" and will match the current color scheme.

Furthermore, with the continual expansion of business, housing, and schools toward the south, the City of New Richmond Welcome sign near Starr Elementary no longer represents the true city limits and seems out of place while driving through the city. City staff is suggesting we move this sign to the actual city limits located south of Richmond Way.

ACTION REQUESTED

The Park Board should discuss and consider a motion approving the sign donation from Jim Heebink as well as relocation of the south welcome sign.





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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz, Operations Manager

DATE: June 21, 2016

SUBJECT: New Board Member

UPDATE

With the departure of Tania Strawn, there is a vacant seat on the Park Board which will need to be filled as soon as possible. City staff has advertised the opening on all City social media sites with an application deadline of July 15th. Current Park Board members are encouraged to spread the word to potential candidates as well.

ACTION REQUESTED

Agenda item is merely for discussion. No action needed at this time.



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MEMORANDUM

TO: Park Board Members

FROM: Michael Mroz, Operations Manager

DATE: June 21, 2016

SUBJECT: Meeting time change

BACKGROUND

In order to increase attendance at the monthly Park Board meetings, Craig Kittle has suggested moving the meeting time from 6:15 pm to 7:00 pm.

ACTION REQUESTED

Following discussion, a motion to move the Park Board meeting time is needed if the board so chooses.

PARK LAND TRUST FUND #800

	Beginning Balance			Ending Balance
	<u>5/1/2016</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>5/31/2016</u>
Park Land Dedication Funds	25,387.58	2,336.52	-	27,724.10
Hatfield Campgrounds	18,890.78	5,216.14	(184.38)	23,922.54
Freedom Park	20,600.65	-	(43.60)	20,557.05
Dog Park	5,994.48	-	-	5,994.48
Rich River Trails/Greaton Park	10,000.00	-	-	10,000.00
Skate Park	69,075.24	7,291.80	-	76,367.04
Mary Park Boat Launch	237.90	-	-	237.90
Totals	\$ 150,186.63	14,844.46	(227.98)	\$ 164,803.11
				164,803.11

IMPACT FEES FUND #210

	Beginning Balance			Ending Balance
	<u>5/1/2016</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>5/31/2016</u>
Impact Fees - Parks	12,543.17	-	-	12,543.17
Freedom Park - Development	5,155.18	-	(3,771.97)	1,383.21
Skate Park	-	-	-	-
Totals	\$ 17,698.35	-	(3,771.97)	\$ 13,926.38
				13,926.38

Total Park Funds	178,729.49
Restricted Park Funds	138,462.22
Net Available Funds*	40,267.27

* - The Park Department has an annual assessment of 2,772.57 due each February through 2018 for Utility improvements on Bluebill Ave. Total remaining commitment for 2017-2018 is \$5,545.14

Projects approved by Park Board

Citizens Field - Bathrooms

3/27/13 - Park Board Meeting \$ 8,000 Loan to Friends of Citizens Field

Erica Kufus moved to borrow \$8,000.00 to Citizens Field from the Park Fund to redo the bathrooms, to be paid back five years from the time the money is borrowed, seconded by James Jackson, motion carried.

Bathroom project completed in July 2015 - loan due by 7/31/2020

Citizens Field - Scoreboard

10/01/14 - Park Board Meeting

Commitments

JA Counter Associates \$ 1,500 Scoreboard to be paid in 2016

Citizens Field - Scoreboard - future balance

Replenish Park Funds used

Freedom Park - 2015 Development

10/29/14 - Park Board Meeting

06/24/15 - Park Board Meeting - Approved \$4,485 for turf establishment

10/28/15 - Park Board Meeting - Approved \$6,000 for backflow prevention/road construction

Commitments

		Spent to date	Balance	
Park Impact Fees	\$ 56,885	(55,501.79)	\$ 1,383.21	
2014 Farm Lease Revenues	\$ 10,000	(1,225.34)	\$ 8,774.66	
Donation - VFW Turf Repairs	\$ 2,162	(2,180.00)	\$ (18.00)	
New Richmond Youth Soccer	\$ 5,000	-	\$ 5,000.00	to be rec'd in 2015
New Richmond Youth Football	\$ 1,000	-	\$ 1,000.00	to be rec'd in 2015
Homecoming Football Fundraiser	\$ 2,000	-	\$ 2,000.00	to be rec'd in 2015
	<u>\$ 77,047</u>	<u>(58,907.13)</u>	<u>\$ 18,139.87</u>	

Skate Park - 2015 Development

1/19/15 - Park Board Meeting

Commitments

		Spent to date	Balance	
Park Impact Fees	\$ 2,500	(2,500.00)	\$ -	
Donations	\$ 78,476	(2,109.00)	\$ 76,367.04	
	<u>\$ 80,976</u>		<u>\$ 76,367.04</u>	@ 5/31/16